



COMPLETING A PETITION FOR JOINDER

Purpose of Packet

A Petition for Joinder is used when a non-parent wants to participate in a Family Law case in order to get child custody or visitation orders. Most commonly, one or more grandparents will use a Petition for Joinder to join the divorce or paternity case between the children's parents, but other relatives and non-relatives may use this same process. A Petition for Joinder can only be used if there is an open Family Law case. If there is no open Family Law case, seek legal assistance to determine if another type of case can be opened for custody and/or visitation orders.

Getting Started

The following is a list of the forms you will need.

- Summons (Joinder), form FL-375
- Petition for Joinder (Custody/Visitation), form FL/E –LP-607 (Sacramento County local form)
- Notice of Motion and Declaration for Joinder, form FL-371
- Proof of Service By Mail, form FL-335
- Proof of Personal Service, form FL-330

Other forms needed for this process are:

- Responsive Declaration to Motion for Joinder/Consent Order of Joinder, form FL-373*
- Mediation Notice, local form FL/E-LP-642
- Proof of Service By Mail, form FL-335*

*do not complete these forms, they will be provided blank to the other party

Before you complete any forms, you will need the case number and party designations (the name of the Petitioner and the Respondent) for the case you are attempting to join. If the case is one for dissolution of marriage, legal separation or annulment, you can get all of the information you need from the Family Law Records room in Room 102 of the William R. Ridgeway Family Relations Courthouse. Simply request the file by case number or, if you do not know the case number, the name of one or both parties. Find the Petition that was filed to open the case; it contains all of this information.

If the case you are trying to join is a paternity case brought under the Uniform Parentage Act (UPA), the Records department will not be able to assist you. UPA files are confidential and can only be viewed by persons who are already parties to the case. You will need to get the case number and party designations from one of the other parties to the case.



Completing the Summons (Joinder), form FL-375

The Section at the top of the form is called the “caption”. In the top left box of the caption, print your full name, mailing address and telephone number and email address. In the space next to where it says "ATTORNEY FOR" print “In Pro Per.” This means that you are acting as your own attorney in this case.

In the second box down on the left side of the caption, the court’s name and address may already appear. If not, please print the following information:

County of Sacramento
3341 Power Inn Road
Sacramento 95826
Family Relations Courthouse

In the third box down on the left side of the caption, print the full name of the parties next to the words “Petitioner” and “Respondent.” Whoever started the case will be the Petitioner for all filings under that case number.

In the fourth box down on the left side of the caption, print your full name next to the word “Claimant.” If you and your spouse are petitioning to join this case together, print both of your names.

In the second box down on the right side of the caption, print the case number of the case you are attempting to join.

Below the caption check the box next to item 1 and check the boxes for all parties other than yourself, then print your full name following the words “*name of claimant:*”

Check the box next to item 3a as the parties will have to be served as individuals

Leave the remainder of the form blank. The Clerk of Court will complete the form at the time you file it.

Completing the Petition for Joinder (Custody/Visitation), form FL/E –LP-607

In the top left box of the caption, print your full name, mailing address and telephone number and email address. In the space next to where it says "ATTORNEY FOR" print “In Pro Per.” This means that you are acting as your own attorney in this case.

In the second box down on the left side of the caption, the court’s name and address may already appear. If not, please print the following information:

County of Sacramento
3341 Power Inn Road
Sacramento 95826
Family Relations Courthouse



In the third box down on the left side of the caption, print the full name of the parties next to the words "Petitioner" and "Respondent." Whoever started the case will be the Petitioner for all filings under that case number.

In the fourth box down on the left side of the caption, print your full name next to the word "Claimant." If you and your spouse are petitioning to join this case together, print both of your names.

In the second box down on the right side of the caption, print the case number of the case you are attempting to join.

Item 1. Print your relationship to the child(ren) in the space provided. For example, if you are seeking to join your son's divorce case so you can request custody of his children, you may print "paternal grandparent." List the child(ren)'s name(s), birthdate(s), age(s) and gender(s) in the space provided.

Check the appropriate box at item 2 to indicate with whom the children reside. Print the county where the children reside below the boxes in the space provided.

Item 3. Check the appropriate box to tell the Court and the other parties what type of court order you are requesting. Check *box a* for reasonable visitation rights and *box b* for custody and print the child(ren)'s name(s) in the space provided. If you want some other orders, including specific visitation orders, check *box c* and print what you want in the space provided. If there is more than one child, you may request different orders for the different children. For example, if you want your grandson to live with you and your granddaughter to visit during the summer, check *box b* and print your grandson's name, then check *box c* and print a description of the visitation you would like to have with your granddaughter. Finally, check *box d* so that the Court may address other issues as they arise.

At the bottom of the form, print the date and sign your name to the right above the word "claimant."

Completing the Notice of Motion and Declaration for Joinder, form FL-371

This is the most important form in a Joinder action because it gives the Court a basis upon which to find that Joinder is not only appropriate, but necessary. The more thorough you are in answering the questions on this form, the easier it will be for the Court to consider your request.

In the top left box of the caption, print your full name, mailing address and telephone number and email address. In the space next to where it says "ATTORNEY FOR" print "In Pro Per." This means that you are acting as your own attorney in this case.

In the second box down on the left side of the caption, the Court's name and address may already appear. If not, please print the following information:

County of Sacramento
3341 Power Inn Road



Sacramento 95826
Family Relations Courthouse

In the third box down on the left side of the caption, print the full name of the parties next to the words "Petitioner" and "Respondent." Whoever started the case will be the Petitioner for all filings under that case number.

In the second box down on the right side of the caption, print the case number of the case you are attempting to join.

At item 1, check the boxes for both "Petitioner" and "Respondent."

Leave item 2(a) blank to be completed by the Clerk of Court.

Item 2(b). Check the box in front of the words "is shown above."

Check the box at item 2(c) for Claimant.

Item 3. Print the date and your name where indicated and sign your name to the right.

Item 4. Print your full name in the space provided.

Item 5. In the space provided, explain your relationship to the children and the frequency with which you have had contact with them. If there has been little or no contact lately, explain why not as well as what efforts you are making to have contact.

Item 6. In the space provided, explain how the orders you are requesting will benefit the child(ren). For example, if the child(ren) have no contact with other members of your family except when they visit you, one benefit to allowing visitation would be that the child(ren) would also develop relationships with other members of their family.

Item 7. In the space provided, explain what harm the child(ren) will suffer if you are not allowed to participate in the case. Using the same example from item 6 above, you could include that if you are not allowed visitation with the children they will lose contact with other members of the family.

At the bottom of the page, print the date and your name where indicated and sign your name on the line to the right.

Filing Your Motion

Once you have completed your forms, you must complete a two step process to be joined to the case. Each step of the process requires that you serve the other parties with forms and file a Proof of Service. The first step is to get a hearing on your Motion. At this hearing, the Court will determine whether to allow you to join the case. If your Motion is granted, you will then need to serve the other parties with your Summons and Petition for Joinder before you can seek custody or visitation orders. Follow these steps:

1. Make Copies



If no other parties have joined the case, you will need the following number of copies of the forms you have completed. If there are other parties to the case besides the Petitioner and Respondent, such as another claimant, you will need two additional copies for each additional party.

- Summons [FL-375] – Original and 7 copies
- Petition for Joinder [FL/E –LP-607] — Original and 7 copies
- Notice of Motion and Declaration for Joinder [FL-371] — Original and 3 copies

In addition to the forms listed above, you will need a blank copy of each of the following forms for each party other than yourself:

- Responsive Declaration to Motion for Joinder [FL-335]
- Mediation Notice [FL/E-LP-642]
- Proof of Service by Mail [FL-330]

2. Assemble Packets

You will need to file and serve different forms at different times, so it is very important that you organize your forms now. If some or all of the forms are not filed and/or served in the manner described below, your motion may be denied. Staple the forms together into packets as follows:

First Filing

Packet 1—*Original* Notice of Motion for Joinder, *copy* of Summons and *copy* of Petition for Joinder

Packets 2, 3, 4—*copy* of Notice of Motion for Joinder, *copy* of Summons and *copy* of Petition for Joinder

First Service of Process

Packets 5 and 6—*blank* Responsive Declaration to Motion for Joinder, *blank* Proof of Service by Mail and Mediation Notice

Second Filing

Packet 7—Original Summons and 3 copies (paper clipped together, not stapled)

Packet 8—Original Petition for Joinder and 3 copies (paper clipped together)

3. File Motion

Take the packets assembled for the “First Filing” to the Family Law filings in Room 100 of the William R. Ridgeway Family Relations Courthouse and present them to the clerk for filing. You will be asked to pay a filing fee at this time. If you are unable to pay your filing fees, you may be able have your filing fees waived by the court. To learn more about the Fee Waiver guidelines, see the informational packet available from the Family Law Facilitator’s Office entitled **Completing The Fee Waiver Application**. When you file your Motion, the clerk will assign a hearing date and write the date, time and



department for your hearing on each copy of your Notice of Motion and Declaration for Joinder. You **must** attend this hearing in order to be joined to the case.

4. Serve Motion

Once the hearing date has been assigned, you must serve copies of the Notice of Motion packet on both the Petitioner and the Respondent. Have another adult, who is not a party to the case or attempting to join the case, serve the papers for you. This should be done by first class mail. The server will need to mail packets 2 and 5 to the Petitioner and mail packets 3 and 6 to the Respondent. Packet 4 is yours to keep and should be taken with you to your hearing.

Once the server has mailed the packets to the Petitioner and the Respondent, he or she must complete a Proof of Service By Mail for each party. Have the server complete the forms and return them to you for copying and filing. There are instructions on the back of the form explaining how to complete it. Once complete and signed by the server, make a copy of each Proof of Service by Mail and file the originals and copies in Room 100. The Clerk will stamp the copies and return them to you. It is very important that you take the stamped copies of each Proof of Service by Mail with you to your hearing in case either party does not attend.

5. Attend Hearing

It is very important that you attend your hearing and that you be prepared. Arrive early and be prepared to answer any questions the Judge may have about the statements you made in your Notice of Motion and Declaration for Joinder. Bring with you all of the following documents:

- Packet 4
- Stamped copies of each Proof of Service by Mail
- Packets 7 and 8

At the conclusion of the hearing, the Judge will either grant or deny your motion for joinder. If your motion is granted, the Court will file your Petition for Joinder and issue your Summons. Give packets 7 and 8 to the courtroom clerk so he or she may file them and issue your Summons.

6. Serve Summons and Petition

If your motion was granted, you are almost finished with the Joinder process, so do not stop yet. The final step is to have another adult who is not a party to the case serve a copy of the Summons and Petition for Joinder on each of the other parties to the case. This time, they must be personally served. Whoever serves the parties will need to complete a Proof of Personal Service for each party served. Once the forms are complete, make a copy of each form and file the originals and copies in Room 100.

Once the Proofs of Service have been filed, the Joinder process is complete. You may now file papers, review the Court file and attend hearings and mediation appointments in the case. Keep in mind, that you also have a responsibility to keep the Court and the other parties advised of your current address so that you will receive timely notice whenever hearings or mediation appointments are scheduled.

FOR COURT USE ONLY

TELEPHONE NO. (Optional):

FAX NO. (Optional):

E-MAIL ADDRESS (Optional):

ATTORNEY FOR (Name):

SUPERIOR COURT OF CALIFORNIA, COUNTY OF

STREET ADDRESS:

MAILING ADDRESS:

CITY AND ZIP CODE:

BRANCH NAME:

MARRIAGE OF

PETITIONER:

RESPONDENT:

CLAIMANT:

SUMMONS (JOINDER)

CASE NUMBER:

NOTICE! You have been sued. The court may decide against you without your being heard unless you respond within 30 days. Read the information below.

If you wish to seek the advice of an attorney in this matter, you should do so promptly so that your response or pleading, if any, may be filed on time.

¡AVISO! Usted ha sido demandado. El tribunal puede decidir contra Ud. sin audiencia a menos que Ud. responda dentro de 30 días. Lea la información que sigue.

Si Usted desea solicitar el consejo de un abogado en este asunto, debería hacerlo inmediatamente, de esta manera, su respuesta o alegación, si hay alguna, puede ser registrada a tiempo.

1. ☐ TO THE ☐ PETITIONER ☐ RESPONDENT ☐ CLAIMANT

A pleading has been filed under an order joining (*name of claimant*):

as a party in this proceeding. If you fail to file an appropriate pleading within **30** days of the date this summons is served on you, your default may be entered and the court may enter a judgment containing the relief requested in the pleading, court costs, and such other relief as may be granted by the court, which could result in the garnishment of wages, taking of money or property, or other relief.

2. ☐ TO THE CLAIMANT EMPLOYEE BENEFIT PLAN

A pleading on joinder has been filed under the clerk's order joining *(name of employee benefit plan)*:

as a party claimant in this proceeding. If the employee benefit plan fails to file an appropriate pleading within **30** days of the date this summons is served on it, a default may be entered and the court may enter a judgment containing the relief requested.

Dated:

Clerk, By _____, Deputy

3. NOTICE TO THE PERSON SERVED: You are served

- a. ☐ As an individual.
- b. ☐ As (or on behalf of) the person sued under the fictitious name of:
- c. ☐ On behalf of:

Under: ☐ CCP 416.10 (Corporation)
☐ CCP 416.20 (Defunct Corporation)
☐ CCP 416.40 (Association or Partnership)
☐ Other:

☐ CCP 416.60 (Minor)
☐ CCP 416.70 (Incompetent)
☐ CCP 416.90 (Individual)
☐ FC 2062 (Employee Benefit Plan)

- d. ☐ By personal delivery on (date):

(SEAL)

PROOF OF SERVICE—SUMMONS (JOINDER)

(Use separate proof of service for each person served)

1. I served the

a. Summons and (1) ☐ Request for Joinder of Employee Benefit Plan and Order, Pleading on Joinder-Employee Benefit Plan, blank Notice of Appearance and Response of Employee Benefit Plan

(2) ☐ Notice of Motion and Declaration for Joinder (3) ☐ Order re Joinder

(4) ☐ Pleading on Joinder (specify title):

(5) ☐ Other:

b. On (name of party or claimant):

c. By serving (1) ☐ Party or claimant. (2) ☐ Other (name and title or relationship to person served):

d. ☐ By delivery at ☐ home ☐ business (1) Date of:
(2) Time of: (3) Address:

e. ☐ By mailing (1) Date of: (2) Place of:

2. Manner of service: (check proper box)

a. ☐ **Personal service.** By personally delivering copies. (CCP 415.10)

b. ☐ **Substituted service on corporation, unincorporated association (including partnership), or public entity.** By leaving, during usual office hours, copies in the office of the person served with the person who apparently was in charge and thereafter mailing (by first-class mail, postage prepaid) copies to the person served at the place where the copies were left. (CCP 41 5.20(a))

c. ☐ **Substituted service on natural person, minor, incompetent, or candidate.** By leaving copies at the dwelling house, usual place of abode, or usual place of business of the person served in the presence of a competent member of the household or a person apparently in charge of the office or place of business, at least 18 years of age, who was informed of the general nature of the papers, and thereafter mailing (by first-class mail, postage prepaid) copies to the person served at the place where the copies were left. (CCP 415.20(b)) **(Attach separate declaration or affidavit stating acts relied on to establish reasonable diligence in first attempting personal service.)**

d. ☐ **Mail and acknowledgment service.** By mailing (by first-class mail or airmail) copies to the person served, together with two copies of the form of notice and acknowledgment and a return envelope, postage prepaid, addressed to the sender. (CCP 415.30) **(Attach completed acknowledgment of receipt.)**

e. ☐ **Certified or registered mail service.** By mailing to address outside California (by registered or certified airmail with return receipt requested) copies to the person served. (CCP 415.40) **(Attach signed return receipt or other evidence of actual delivery to the person served.)**

f. ☐ Other (specify code section):
☐ Additional page is attached.

3. The notice to the person served (item 3 on the copy of the summons served) was completed as follows (CCP 412.30, 415.10, and 474):

a. ☐ As an individual.

b. ☐ As the person sued under the fictitious name of:

c. ☐ On behalf of:

Under: ☐ CCP 416.10 (Corporation)
☐ CCP 416.20 (Defunct Corporation)
☐ CCP 416.40 (Association or partnership)

☐ CCP 416.60 (Minor)
☐ CCP 416.70 (Incompetent)
☐ CCP 416.90 (Individual)
☐ FC 2062 (Employee Benefit Plan)

d. By personal delivery on (date):

4. At the time of service I was at least 18 years of age and not a party to this action.

5. Fee for service: \$

6. Person serving

a. ☐ Not a registered California process server.
b. ☐ Registered California process server.
c. ☐ Exempt from registration under Bus. & Prof. Code 22350(b).
d. ☐ California sheriff, marshal, or constable.

e. Name, address, telephone number, and, if applicable, county of registration and number:

I declare under penalty of perjury that the foregoing is true and correct and that this declaration is executed on (date): at (place):
, California.

(For California sheriff, marshal, or constable use only)
I certify that the foregoing is true and correct and that this certificate is executed on (date):
at (place): , California.

(Signature)

(Signature)

ATTORNEY OR PARTY WITHOUT ATTORNEY (<i>Name and Address</i>): TELEPHONE NO:	<i>For Court Use Only</i>
ATTORNEY FOR (NAME):	
SUPERIOR COURT OF CALIFORNIA, COUNTY OF SACRAMENTO STREET ADDRESS: 3341 Power Inn Road MAILING ADDRESS: Same CITY AND ZIP CODE: Sacramento, CA 95826	
PETITIONER/PLAINTIFF:	
RESPONDENT/DEFENDANT:	
CLAIMANT:	
PETITION FOR JOINDER (Custody/Visitation)	CASE NUMBER:

Claimant alleges as follows:

1. Claimant is the (*specify relationship*) _____ of the minor child(ren) outlined below:
Child's name Birthdate Age Sex

2. Each minor child named in 1 is currently living with the ☐ Petitioner ☐ Respondent
☐ Other: _____ in the following county (*specify*): _____.

3. Claimant requests that the court grant the following relief:
 - a. ☐ reasonable visitation with the following child(ren) _____, as determined by court.
 - b. ☐ custody of the following child(ren) _____ as granting custody to a parent will be detrimental to the child(ren) and that granting custody to the claimant (non-parent) is required to serve the best interest of the child(ren).
 - c. ☐ Other:

 - d. ☐ Such other relief as the court may deem appropriate.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

DATED: _____

CLAIMANT

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, state bar number, and address): <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div>TELEPHONE NO.:</div> <div>FAX NO. (Optional):</div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>E-MAIL ADDRESS (Optional):</div> <div></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div>ATTORNEY FOR (Name):</div> <div></div> </div>	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	
MARRIAGE OF PETITIONER: RESPONDENT:	
NOTICE OF MOTION AND DECLARATION FOR JOINDER	

NOTICE OF MOTION

1. TO ☐ Petitioner ☐ Respondent

2. A hearing on this motion for joinder will be held as follows:

a. Date:	Time:	Dept.:	Rm.:
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b. The address of court: ☐ is shown above ☐ is:

c. ☐ Petitioner ☐ Respondent ☐ Claimant will apply to this court for an order joining claimant as a party to this proceeding on the grounds set forth in the Declaration below.

3. The pleading on joinder accompanies this notice of motion.

Dated:

(TYPE OR PRINT NAME)		(SIGNATURE)
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DECLARATION FOR JOINDER

4. The name of the person to be joined is:

5. Facts showing that each person sought or seeking to be joined possesses or controls or claims to own any property subject to disposition by this court, or that such person has or claims custody, physical control, or visitation rights with respect to any minor child of the marriage, are (*specify*):


PETITIONER:	CASE NUMBER:
RESPONDENT:	

6. Facts showing that it would be appropriate for this court to determine the particular issue in the proceedings are:

7. Facts showing that each person sought or seeking to be joined is either indispensable to a determination of the particular issue or necessary to the enforcement of any judgment rendered on the issue are:

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:

_____		_____
(TYPE OR PRINT NAME)		(SIGNATURE OF DECLARANT)



SUPERIOR COURT OF CALIFORNIA
COUNTY OF SACRAMENTO
3341 POWER INN ROAD
SACRAMENTO, CA 95826

MEDIATION NOTICE

Mediation is available as an alternative to litigation in family law cases. Mediation enables couples who have decided to separate or end their marriage or partnership to work with professionals to resolve difficult disputes regarding property division, child support, spousal or partner support, parentage, parenting plans, and many other issues affecting families and children.

Mediation involves a trained neutral person called a "mediator" who will facilitate the communication between the parties with the intent of helping them successfully discuss and work out solutions to their disagreements. Mediation allows parties to resolve conflicts quickly, effectively and confidentially, allowing them to avoid the cost and pressure of contested litigation.

Parties may choose to hire a mental health professional (such as a family therapist, social worker, or a psychologist) or an attorney that provides mediation services. Mediators who are mental health professionals can assist with developing parenting plans. Attorney mediators can assist in all family law areas including dissolution of marriage or domestic partnerships, property division, child support, spousal or partner support, and parenting plans. Mediators can be found throughout the community, online or in the yellow pages.

INFORMATION SHEET FOR PROOF OF SERVICE BY MAIL

Use these instructions to complete the *Proof of Service by Mail* (form FL-335).

A person at least 18 years of age or older must serve the documents. There are two ways to serve documents: (1) personal delivery and (2) by mail. See the *Proof of Personal Service* (form FL-330) if the documents are being personally served. The person who serves the documents must complete a proof of service form for the documents being served. **You cannot serve documents if you are a party to the action.**

INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT IN BLACK INK)

You must complete a proof of service for each package of documents you serve. For example, if you serve the respondent and the other parent, you must complete two proofs of service; one for the respondent and one for the other parent.

Complete the top section of the proof of service forms as follows:

First box, left side: In this box print the name, address, and phone number of the person for whom you are serving the documents.

Second box, left side: Print the name of the county in which the legal action is filed and the court's address in this box. Use the same address for the court that is on the documents you are serving.

Third box, left side: Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on the documents you are serving.

First box, top of form, right side: Leave this box blank for the court's use.

Second box, right side: Print the case number in this box. This number is also stated on the documents you are serving.

Third box, right side: Print the hearing date, time, and department. Use the same information that is on the documents you are serving.

You cannot serve a temporary restraining order by mail. You must serve those documents by personal service.

1. You are stating that you are at least 18 years old and that you are not a party to this action. You are also stating that you either live in or are employed in the county where the mailing took place.
2. Print your home or business address.
3. List the name of each document that you mailed (the exact names are listed on the bottoms of the forms).
 - a. Check this box if you put the documents in the regular U.S. mail.
 - b. Check this box if you put the documents in the mail at your place of employment.
4.
 - a. Print the name you put on the envelope containing the documents.
 - b. Print the address you put on the envelope containing the documents.
 - c. Print the date that you put the envelope containing the documents in the mail.
 - d. Print the city and state you were in when you mailed the envelope containing the documents.
5. Check this box if you are serving an address verification form (required for service by mail of a postjudgment request to change a child custody, visitation, or child support order).
6. You are stating under penalty of perjury that the information you have provided is true and correct.

Print your name, fill in the date, and sign the form.

If you need additional assistance with this form, contact the family law facilitator in your county.

ATTORNEY OR PARTY WITHOUT ATTORNEY (Name, State Bar number, and address): <hr style="width: 10%; margin-left: 0;"/> <div style="display: flex; justify-content: space-between;"> <div>TELEPHONE NO.: E-MAIL ADDRESS (Optional): ATTORNEY FOR (Name):</div> <div>FAX NO. (Optional):</div> </div>	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF Sacramento STREET ADDRESS: 3341 Power Inn Road MAILING ADDRESS: 3341 Power Inn Road CITY AND ZIP CODE: Sacramento, CA 95826 BRANCH NAME: William R. Ridgeway Family Relations Courthouse	
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:	CASE NUMBER: <div style="text-align: center; font-size: small;">(If applicable, provide):</div> HEARING DATE: HEARING TIME: DEPT.:
PROOF OF SERVICE BY MAIL	

NOTICE: To serve temporary restraining orders you must use personal service (see form FL-330).

1. I am at least 18 years of age, not a party to this action, and I am a resident of or employed in the county where the mailing took place.
2. My residence or business address is:

3. I served a copy of the following documents (*specify*):

by enclosing them in an envelope AND

- a. ☐ **depositing** the sealed envelope with the United States Postal Service with the postage fully prepaid.
- b. ☐ **placing** the envelope for collection and mailing on the date and at the place shown in item 4 following our ordinary business practices. I am readily familiar with this business's practice for collecting and processing correspondence for mailing. On the same day that correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service in a sealed envelope with postage fully prepaid.

4. The envelope was addressed and mailed as follows:

- a. Name of person served:
- b. Address:
- c. Date mailed:
- d. Place of mailing (*city and state*):

5. ☐ I served a request to modify a child custody, visitation, or child support judgment or permanent order which included an address verification declaration. (*Declaration Regarding Address Verification—Postjudgment Request to Modify a Child Custody, Visitation, or Child Support Order* (form FL-334) may be used for this purpose.)

6. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date:



(TYPE OR PRINT NAME)

(SIGNATURE OF PERSON COMPLETING THIS FORM)

INFORMATION SHEET FOR PROOF OF PERSONAL SERVICE

Use these instructions to complete the *Proof of Personal Service* (form FL-330).

A person at least 18 years of age or older must serve the documents. There are two ways to serve documents: (1) personal delivery and (2) by mail. See the *Proof of Service by Mail* (form FL-335) if the documents are being served by mail. The person who serves the documents must complete a proof of service form for the documents being served. **You cannot serve documents if you are a party to the action.**

INSTRUCTIONS FOR THE PERSON WHO SERVES THE DOCUMENTS (TYPE OR PRINT IN BLACK INK)

You must complete a proof of service for each package of documents you serve. For example, if you serve the respondent and the other parent, you must complete two proofs of service; one for the respondent and one for the other parent.

Complete the top section of the proof of service forms as follows:

First box, left side: In this box print the name, address, and phone number of the person for whom you are serving the documents.

Second box, left side: Print the name of the county in which the legal action is filed and the court's address in this box. Use the same address for the court that is on the documents you are serving.

Third box, left side: Print the names of the petitioner/plaintiff, respondent/defendant, and other parent in this box. Use the same names listed on the documents you are serving.

First box, top of form, right side: Leave this box blank for the court's use.

Second box, right side: Print the case number in this box. This number is also stated on the documents you are serving.

Third box, right side: Print the hearing date, time, and department. Use the same information that is on the documents you are serving.

1. You are stating that you are over the age of 18 and that you are neither a party of this action nor a protected person listed in any of the orders.
2. Print the name of the party to whom you handed the documents.
3. List the name of each document that you delivered to the party.
4.
 - a. Write in the date that you delivered the documents to the party.
 - b. Write in the time of day that you delivered the documents to the party.
 - c. Print the address where you delivered the documents.
5. Check the box that applies to you. If you are a private person serving the documents for a party, check box "a."
6. Print your name, address, and telephone number. If applicable, include the county in which you are registered as a process server and your registration number.
7. You must check this box if you are not a California sheriff or marshal. You are stating under penalty of perjury that the information you have provided is true and correct.
8. Do not check this box unless you are a California sheriff or marshal.

Print your name, fill in the date, and sign the form.

If you need additional assistance with this form, contact the family law facilitator in your county.

ATTORNEY OR PARTY WITHOUT ATTORNEY OR GOVERNMENTAL AGENCY (under Family Code, §§ 17400, 17406 <i>(Name, State Bar number, and address):</i> TELEPHONE NO.: _____ FAX NO.: _____ ATTORNEY FOR <i>(Name)</i> : _____	FOR COURT USE ONLY
SUPERIOR COURT OF CALIFORNIA, COUNTY OF _____ STREET ADDRESS: MAILING ADDRESS: CITY AND ZIP CODE: BRANCH NAME:	CASE NUMBER: <i>(If applicable, provide):</i> HEARING DATE: HEARING TIME: DEPT.:
PETITIONER/PLAINTIFF: RESPONDENT/DEFENDANT: OTHER PARENT/PARTY:	
PROOF OF PERSONAL SERVICE	

1. I am at least 18 years old, not a party to this action, and not a protected person listed in any of the orders.
2. Person served *(name)*:
3. I served copies of the following documents *(specify)*:

4. By personally delivering copies to the person served, as follows:

a. Date:	b. Time:
c. Address:	

5. I am

a. <input type="checkbox"/> not a registered California process server.	d. <input type="checkbox"/> exempt from registration under Business & Profession Code section 22350(b).
b. <input type="checkbox"/> a registered California process server.	
c. <input type="checkbox"/> an employee or independent contractor of a registered California process server.	e. <input type="checkbox"/> a California sheriff or marshal.
6. My name, address, and telephone number, and, if applicable, county of registration and number *(specify)*:

7. ☐ I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.
8. ☐ I am a California sheriff or marshal and I certify that the foregoing is true and correct.

Date:

(TYPE OR PRINT NAME OF PERSON WHO SERVED THE PAPERS)	 (SIGNATURE OF PERSON WHO SERVED THE PAPERS)
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1. ☐ Petitioner ☐ Respondent
- a. ☐ Consents to the requested joinder and stipulates to an order joining claimant as a party to this proceeding.
- b. ☐ Does not consent to the requested joinder of claimant as a party to this proceeding.
2. ☐ The statements contained in the declaration for joinder are incorrect or insufficient as follows (*specify*):

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

dated:

(TYPE OR PRINT NAME)

(SIGNATURE OF DECLARANT)

CONSENT ORDER

3. ☐ Petitioner ☐ Respondent having consented and good cause appearing,

IT IS ORDERED that

- a. The claimant is joined as a party to this proceeding.
- b. The clerk file the original of the submitted pleadings.
- c. ☐ *Summons (Joinder)* be issued and claimant be served with a copy of the motion for joinder with pleading attached and a copy of the *Summons (Joinder)*.
- d. ☐ The hearing on the motion for joinder is taken off calendar for *(date)*:

Dated:

JUDICIAL OFFICER